



EMPLOYMENT OPPORTUNITY

WAREHOUSE HELPER

Food Bank Program

(Full-Time At-Will With Benefits Position)

THE SALARY: \$8.31 hourly, \$1,444 monthly, \$17,324 annually

THE BENEFITS: Liberal vacation plan; twelve days cumulative paid sick leave per year; fourteen paid holidays per year; group medical, dental and life insurance paid for employee; voluntary retirement plan, and merit advancement.

STANDARD WORK

SCHEDULE AND HOURS: Position is assigned to the standard (8:00AM-5:00PM, Monday to Friday) work schedule.

EXAMPLES OF DUTIES: Under the supervision of the Warehouse Operations Supervisor, the incumbent will perform such duties as: Order, receive and inspect incoming shipments to assure quantity/quality; verify for accuracy invoices/billings, shipping documents/packing slips; record, store, transport and deliver/off load food items, equipment, materials and supplies; conduct and maintain physical inventory using the First In/First Out inventory system in an automated and/or manual inventory record system; pull, verify and load food items for delivery to various sites throughout San Bernardino County, following planned schedules to make deliveries on a timely basis; maintain minor upkeep on delivery vehicles (including cleaning the inside and outside of the vehicles, record mileage, keep maintenance records and report needed repairs); maintain all areas of warehouse in a clean and neat manner, free of infestation, meeting environmental health standards (i.e., trash emptied and floors swept, etc.); lift and move **heavy** objects and equipment, i.e., raw food cases weighing up to 80 pounds; operate a variety of warehouse equipment to include forklifts, pallet jacks, carts, scales, etc.; may provide vacation relief, if necessary; perform other related duties as assigned.

MINIMUM QUALIFICATIONS: **Education / Experience:** Graduation from high school or equivalent. Applicant must be able to read, write and speak English at a level appropriate to the position and have **at least** six (6) months paid warehousing or delivery driving experience. **Knowledge / Abilities / Skills:** **Good knowledge of:** Safe driving practices and safety requirements and inventory techniques. **Ability to:** Lift up to 80 pounds; operate a forklift and pallet jack; develop/maintain good working relationship with program staff, vendors and the general public; perform basic mathematical computations; read/follow a map or Thomas Guide; conduct inventories using First In/First Out system in an automated and/or manual inventory record system; safely operate

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agency vehicles with both manual and automatic transmission for deliveries consistent with DMV regulations; follow oral and written directions. (Delivery vehicles presently include 2 axle refrigerated truck, cargo and step vans). **Skills:** Operate personal computer, copy machine, calculator and other assigned machines, equipment and vehicles.

PHYSICAL REQUIREMENTS: Frequent walking, standing, bending, squatting, twisting, turning and balancing. Requires power grasping, precision grasping and pushing/pulling and fine manipulation in both hands. Reach or work continuously below shoulder level, and some above shoulder level. Visual requirement: Continuously demonstrate near and far vision. Frequently lift and carry up to 80 pounds or less.

LICENSE: Must possess a valid California Driver License, be insurable and have/maintain a verifiably good driving record throughout course of employment.

SPECIAL REQUIREMENTS: APPLICANTS MUST SUBMIT A COPY OF THEIR DEPARTMENT OF MOTOR VEHICLES (DMV) DRIVING REPORT WITH THEIR COMPLETED APPLICATION FORM. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF APPLICATION.

APPLICANTS MUST POSSESS A CURRENT FORKLIFT OPERATORS LICENSE.

EXAMINATION: The examination will consist of: A. A competitive evaluation of qualifications based upon a review of the application and B. Those applicants passing the competitive evaluation of qualifications will be scheduled for an evaluation of training, experience, knowledge and abilities based upon an oral examination covering the following items: 1. Warehousing and storekeeping techniques, 2. Public/Human relations, 3. Communication (oral and written), 4. Mathematical computations, 5. Safety practices.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC application form to the Human Resources Division, 686 East Mill Street, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify CAPSBC Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

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CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 891-3880.

CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 4/11/06

CAJ:ega
4/10/06

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Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Human Resources Division at (909) 891-3880, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to www.sbcounty.gov/capsbc.

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

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